

Please note:

- This form is to be used when planned absenteeism will occur during studies
- Approval is to be sought BEFORE planned event – where possible lodged 4 weeks prior to the request leave period unless exceptional circumstances apply
- Overseas students are not eligible for absenteeism
- Applications may not be approved unless supporting documentation is submitted with the application
- Absenteeism should not be sought during the first study period
- Planned absenteeism cannot be used to extend assessment due dates.

Student Details

Given Name:

Family Name:

Student No:

Session Group:

Course: ☐ Master of Design ☐ UCert ☐ Bachelor of Design in: ☐ Fashion ☐ Interior ☐ CD&S

Campus: ☐ Sydney ☐ Melbourne ☐ Brisbane

Details of Request

☐ Medical Procedure ☐ Compassionate Reasons ☐ Family Commitment ☐ Other

Details of Request:

Ensure you attach details/proof of request before submission

Teacher/Program Coordinator Approvals

In the event of leave occurring during assessment periods, students are required to meet and negotiate with teachers or program coordinator revised submission dates for individual Subjects prior to lodging form.

Subject: Teacher Signature: Submission Date:

Subject: Teacher Signature: Submission Date:

Subject: Teacher Signature: Submission Date:

Subject: Teacher Signature: Submission Date:

Notes:

Student Authorisation

In Signing I acknowledge that:

- Relevant documentation has been attached to support my request
- I am aware that all absences approved or otherwise contribute to my overall absenteeism
- I have discussed the absenteeism with the Program Coordinator and negotiated assessment submission due dates before application for absenteeism is lodged
- If absenteeism is not approved and I do not attend class, I am aware that this will be marked as “Absent without Leave” and will not qualify for extension or special consideration.

Applicant Signature:

Date:

WHITEHOUSE OFFICE USE ONLY

Received by:

Date:

Current Attendance:

Approved:

☐ Yes

☐ No

Approved by:

Copy to student:

☐ Yes

☐ No